

MEETING AGENDA

City of Huntington Beach
PERSONNEL COMMISSION
Wednesday, May 16, 2007
Civic Center, Room B-8
5:30 P.M.

1. CALL TO ORDER

Commissioners: Gooch, Deight, Hunt, Barton, Garner, Bush, Clemens
Legal Counsel to the Personnel Commission: Jim Murphy, Esq.
Staff Liaison: Bob Hall, Deputy City Administrator/City Services
Also present: Patti Ahumada, Secretary to the Personnel Commission/Senior Human Resources Analyst and Sandy Henderson/Personnel Assistant

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENTS

The Personnel Commission welcomes public comments on all items on this agenda or of community interest. We respectfully request that this public forum be utilized in a positive and/or constructive manner. Please focus your comments on the issue or problem that you would like to bring to the attention of the Personnel Commission. Negative comments directed at individuals are not acceptable.

Three (3) minutes per person. Time may not be donated to others. No action can be taken by the Personnel Commission on this date unless agendaized. This is the time to address the Personnel Commission regarding items of interest or on agenda items other than public hearings.

4. APPROVAL OF MINUTES

Meeting of April 18, 2007

5. PUBLIC HEARING

Public Hearing in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

Reference material included: Final Classification Report on MEO positions.

a. Discussion on a revised job specification and title change for the positions of:

- 1) GIS Administrator (Attachment)
- 2) Associate Civil Engineer (Attachment)
- 3) Associate Traffic Engineer (Attachment)

Recommended Action:

- 1) Approve the revised job specification and title change for the position of GIS Administrator to GIS Manager amending the City's Classification Plan.

Please contact Sandy Henderson at (714) 960-8828 if you have questions or if the Human Resources Division can be of any assistance.

- 2) Approve the revised job specification and title change for the position of Associate Civil Engineer to Senior Civil Engineer amending the City's Classification Plan.
 - 3) Approve the revised job specification and title change for the position of Associate Traffic Engineer to Senior Traffic Engineer amending the City's Classification Plan.
- b. Discussion on the reclassification of job specification for the positions of:
- 1) Cultural Affairs Supervisor to Senior Supervisor, Cultural Affairs
 - 2) IS Computer Operations Supervisor to IS Computer Operation Manager
 - 3) Office Automation Systems Administrator to Senior IS Analyst

Recommended Action:

- 1) Approve the reclassification and revised job specification of Cultural Affairs Supervisor to Senior Supervisor, Cultural Affairs amending the City's Classification Plan.
- 2) Approve the reclassification and revised job specification of IS Computer Operations Supervisor to IS Computer Operation Manager amending the City's Classification Plan.
- 3) Approve the reclassification of Office Automation Systems Administrator to Senior IS Analyst amending the City's Classification Plan.

6. COMMISSION GOALS FOR THE COMING YEAR

This item has been placed on the agenda at the request of the Personnel Commission Chair. There will be no City staff presentation. (Attachment)

7. LABOR RELATIONS UPDATE

- a. Memorandum of Understanding between the City of Huntington Beach and the Huntington Beach Fire Management Association (term July 1, 2006 through June 30, 2008) and summary of changes.

As offered

8. SECRETARY'S REPORT

As offered

9. COMMENTS FROM COMMISSIONERS

Announcements, brief report regarding Commissioner activities, ask questions for clarification, request information from Staff, direction to Staff regarding a future agenda item or for the provision of information for a future meeting.

10. INFORMATION ITEMS

Grievance Report – April 2007

11. ADJOURNMENT

Meeting adjourned to the next regularly scheduled meeting of June 20, 2007.

<p>Please contact Sandy Henderson at (714) 960-8828 if you have questions or if the Human Resources Division can be of any assistance.</p>
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ITEM #4

MINUTES
City of Huntington Beach
PERSONNEL COMMISSION
4/18/07

Pending approval by Personnel Commission at the meeting on 4/18/07
(These minutes are not verbatim. A taped recording of the meeting is available in the Human Resources Division, lower level of City Hall, for one year following meeting date.)

CALL TO ORDER

Chairperson Gooch called the Commission meeting to order at 5:31 PM.

ROLL CALL

Commissioners present: Barton, Bush, Clemens, Deight, Garner, Gooch, and Hunt
Commissioners absent: None
Others Present: James Murphy, Esq., Legal Counsel to the Personnel Commission
Brigitte Charles, Acting Secretary to the Personnel Commission/
Principal Human Resources Analyst
Bob Hall, Deputy City Administrator
Patti Ahumada, Senior Human Resources Analyst
Sandy Henderson, Personnel Assistant

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

A motion was made by Commissioner Bush and seconded by Commissioner Hunt to approve the minutes for the March 21, 2007 meeting (passed 6:0:1 - Commissioner Barton abstained).

PUBLIC HEARING

None

CONSIDERATION FOR SCHEDULING A HEARING DATE FOR NON-DISCIPLINARY HEARING PURSUANT TO PERSONNEL RULE 19

Establish the date for the June meeting of the Personnel Commission.

Commissioners directed staff to agendize the issue of an interim step, as identified by Mr. Murphy in Item #5, at a future Personnel Commission meeting.

The motion was made by Commissioner Garner and seconded by Commissioner Hunt to refer the non-disciplinary hearing to a hearing officer. (passed 7:0).

PERSONNEL – SUPPLEMENTAL DISCIPLINARY HEARING IN ACCORDANCE WITH PERSONNEL RULE 2- - FINDINGS OF FACT AND CONCLUSIONS OF LAW – CLOSED SESSION OPTION PER GOVERNMENT CODE SECTION 54957

Recommendations of Hearing Officer Joseph F. Gentile regarding Propriety of Adverse Action.

Deliberation in Closed Session starting at 6:02 PM.

Reconvened to Open Session at 7:40 PM. The Commission announced its unanimous vote to sustain the hearing officers recommended decision.

MINUTES
City of Huntington Beach
PERSONNEL COMMISSION
4/18/07

COMMISSION GOALS FOR THE COMING YEAR

Principal Personnel Analyst Brigitte Charles stated staff would prepare a spreadsheet to address the method of providing timely eligibility lists from the conclusion of the exam process to the hiring authority. Regarding new classes, our goal is to create more broad classes instead of single position classes. A timetable or plan will be designed and presented to the Commission regarding a Personnel Commission Orientation. There was no report at this time on job description review cycles or updates to Personnel Rules.

LABOR RELATIONS UPDATE

Senior Human Resources Analyst, Patti Ahumada reported that the City Council approved an agreement with the Fire Management Association (FMA) on April 16, 2007. Negotiations continue with the Management Employees' Organization (MEO), Municipal Employees' Association (MEA), and Surf City Lifeguard Employees' Association (SCLEA). Deputy City Administrator Bob Hall reported that management anticipates an agreement with MEO to present to the City Council on May 21, 2007. Part of this agreement will involve expediting a number of class plan amendments for review by the Personnel Commission and subsequent approval by the City Council.

SECRETARY'S REPORT

Deputy City Administrator Bob Hall reported that oral board interviews for the Director of Human Resources will be held on April 26th.

COMMENTS FROM COMMISSIONERS

The Commission joined Commissioner Barton in commenting on the exemplary service they have received from Mr. Murphy; his good judgment and good interpretation of what the Commissioners are thinking has been very helpful.

INFORMATION ITEMS

None

ADJOURNMENT

The meeting adjourned at 7:58 PM to the next regularly scheduled meeting of May 16, 2007.

ITEM # 5a



**CITY OF HUNTINGTON BEACH
INTERDEPARTMENTAL COMMUNICATION**

TO: Personnel Commission

FROM: Bob Hall, Deputy City Administrator

SUBJECT: **Classification and Compensation Study by Cooperative Personnel Services 2006 – Municipal Employees' Organization Positions in the Information Systems Department and Public Works Department**

DATE: May 16, 2007

DISCUSSION

In March of 2006, Cooperative Personnel Services Human Resources Services (CPS) was retained to perform a classification and compensation study. The study included sixty-five (65) classifications, twenty-six (26) of which were Municipal Employees' Organization (MEO) classifications. The study was agreed to in the 2003-2006 MEO Memorandum of Understanding (MOU). The classifications were selected based on Department requests and those identified in the MEO MOU. The goal of the study was to determine whether positions were appropriately classified, to update classification specifications and to conduct a base salary analysis of selected benchmark classifications.

At the December 20, 2006, Personnel Commission meeting, CPS staff presented an overview of study objectives, scope of work and implementation processes related to the classification and compensation study.

Principal steps in the study:

1. Met with Department of Human Resources staff to collect information regarding the current reclassification process.
2. Reviewed the City's classification specifications, salary schedule, Occupational Series manual, organization charts and related documents.
3. Conducted employee orientation for those involved in the classification study to explain the process, timeline, and distribute and explain the Position Description Questionnaire (PDQ).
4. Conducted desk audits with a representative sampling of employees involved in the classification process and interviewed supervisors and department heads as needed.
5. Conducted a thorough analysis based on the PDQ's and desk audit to determine essential duties and knowledge, skills and abilities, and made allocation recommendations for each study position.
6. Conducted a review process to permit each employee to review the draft classification recommendations and classification specifications.

7. Received, reviewed and responded to all employees who submitted either a classification specification or allocation review request.
8. Developed and distributed a compensation survey to twelve local agencies (Anaheim, Buena Park, Costa Mesa, Fountain Valley, Fullerton, Garden Grove, Irvine, Newport Beach, Orange, Santa Ana, Tustin and Westminster).
9. Analyzed the market data against Huntington Beach salaries.

Upon receipt of the classification recommendations and compensation analyses, Human Resources staff met with each department to receive additional input. The City is in concurrence with CPS's recommendations for these positions.

The City and Association have met and conferred regarding the recommended changes to the MEO classifications. Both City and MEO negotiations teams spent a significant amount of time reviewing and discussing the results and recommendations of the CPS study. The negotiation process focused primarily on classification and compensation issues related to recruitment, retention, internal alignment and market competitiveness. The recommended classification and compensation changes are a result of the classification and compensation study and the meet and confer process.

CLASSIFICATION RESULTS

Position Title	Recommended Job Class	Action
<u>Information Services</u>		
GIS Administrator	GIS Manager	Title and class spec modification
<u>Public Works</u>		
Associate Civil Engineer	Senior Civil Engineer	Title and class spec modification
Associate Traffic Engineer	Senior Traffic Engineer	Title and class spec modification

Based on internal alignment and market considerations, the recommended base salary ranges are as follows:

Information Systems

- GIS Manager: R603 (\$7649 - \$9476)

Public Works

- Senior Civil Engineer: R577 (\$6722 - \$8326)
- Senior Traffic Engineer: R577 (\$6722 - \$8326)

The above ranges include a 4.5% wage increase that is forthcoming to MEO employees pending City Council ratification of the new MEO Memorandum of Understanding (MOU).

Representatives of the City and MEO have completed the meet and confer process with agreement on a new MOU for the period of December 20, 2006 through December 19, 2008. The 2006-2008 MOU is scheduled for City Council ratification at the May 21, 2007 meeting.

At this time, staff requests the Personnel Commission to approve staff's recommendations in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

RECOMMENDATION

Approve the modified class titles and modified class specifications, and delete positions accordingly.

Attachment: Legislative Drafts – GIS Manager, Senior Civil Engineer and Senior Traffic Engineer

cc: Kate Hoffman, MEO President

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



**TITLE: GEOGRAPHIC INFORMATION SYSTEMS (GIS) ADMINISTRATOR
MANAGER**

DATE: MAY DECEMBER, 20063

JOB CODE: 0498
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO
FLSA STATUS: EXEMPT

DUTIES SUMMARY

Under general supervision~~administrative direction from the Director of Information Systems, plans, directs, manages, supervises, and coordinates the staff and operations of the GIS Division;~~ geographic information systems staff and manages GIS system application development, testing, documentation, implementation, and day-to-day technical support; aAssists in establishment of systems standards, policies, and procedures, and performs other duties as assigned~~coordinates GIS activities with other divisions, departments, and outside agencies.~~ **See Systems Environment attachment (pages 5 - 6.)**

DISTINGUISHING CHARACTERISTICS

~~This position reports to the Business Systems Manager.~~

EXAMPLES OF ESSENTIAL DUTIES

~~Plans, organizes~~directs, manages, and supervises the work of the GIS division staff responsible for the City-wide GIS system; develops and implements goals, objectives, policies, and priorities; identifies and implements opportunities for service delivery improvements; develops, directs, and reviews work staff plans; assigns tasks and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; takes corrective action as necessary; oversees management of numerous on-going business GIS related projects including the research and identification of department and Ceitywide needs; analyzes and makes recommendations including provision of cost estimates; assistance with~~responsible for procurement and full implementation of resulting projects; may perform various Business Systems Management duties as required in the absence of the Business Systems Manager or as needed;~~ responsible for security of GIS application environments; prepares and

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



**TITLE: GEOGRAPHIC INFORMATION SYSTEMS (GIS) ADMINISTRATOR
MANAGER**

DATE: MAY DECEMBER, 20063

presents various technical reports and presentations; stays abreast of new trends and innovations in the field of technology with an emphasis on GIS applications available for local government needs; prepares cost estimates and justification for new or enhanced system modifications; prepares technical specifications and requests for proposals for vendor services; evaluates bids and makes recommendations on vendor selection; investigates, analyzes, and resolves highly complex application performance problems; recommends and implements changes and improvements; identifies and plans for staff training needs with an emphasis on cross training; keeps ensures the accurate documentation of all applications, release levels, problem logs, and related information; stays abreast of latest releases of pertinent software and evaluates benefits or potential issues prior to upgrades; responsible for the development or purchase, installation, testing, documentation, training, and maintenance on GIS applications; serves as systems administrator for GIS systems; maintains ensures the maintenance of up to date GIS layers; maintains and a current and accurate City-wide geobase; provides GIS maps, reports and analyses to City departments; maintains GIS data security and ensures stable environment for user base; prepares and maintains documentation on all facets of GIS environment; selects, trains, motivates and evaluates staff; creates training plans with an emphasis on cross training; participates in the development of prepares and administers the division budget; forecasts needs for staffing, equipment, materials, supplies and software; monitors expenditures; recommends adjustments as necessary; is available on a call out basis; and, works outside normal business hours as needed; and performs related duties and responsibilities as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Operations, services, characteristics and activities of a comprehensive geographic information systems program including geography, topology, geodesy, geodetic GPS accuracy standards, cartography, spatial and relational database design and analysis; Structural Query Language and related concepts; principles, practices, methods and techniques of project management of simultaneous complex systems

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



**TITLE: GEOGRAPHIC INFORMATION SYSTEMS (GIS) ADMINISTRATOR
MANAGER**

DATE: MAY DECEMBER, 20063

projects; basic~~complex~~ network principles, practices and protocols; operational characteristics of computer systems, applications, and peripheral equipment; principles and practices of application installation, testing, troubleshooting, analysis, upgrade, problem resolution, and security administration; methods and techniques of resolving complex applications and integration issues; operational characteristics of multiple operating systems and platforms; a wide variety of modern programming languages, operating systems, systems tools, and background platforms with emphasis on all database and application products of E.S.R.I. for GIS applications~~systems~~; various GIS hardware such as heavy-duty plotters and digitizers; local government agency operations; principles and techniques of computer aided drafting and design; principles of database organization and design; cartographic principles and practices; principles of budget preparation and control; principles of supervision, training and performance evaluation; and, pertinent Federal, State, and local laws, codes, and regulations.

Ability to: Plan, oversee and administer the City's geographic information systems division~~environment~~; perform highly complex applications analysis, design, development and implementation duties; ~~select, supervise, train~~oversee, direct and coordinate the work of lower level staff; participate in the development and administration of division goals, objectives and procedures; develop and administer budgets; serve as lead project manager for complex applications projects; read, interpret and apply complex technical publications, manuals, and related documents; design, configure, and test highly complex application and system hardware and software; analyze, identify, recommend and implement efficient uses of GIS for all City departments; effectively integrate GIS with a wide variety of other applications; ~~create, edit and plot GIS data and graphics~~ analyze and resolve complex GIS related issues; respond effectively to user base requests and inquiries; prepare ~~clear~~ highly complex and concise technical reports and diagrams; ~~respond to EOC on call-out basis as needed~~; design and produce complex maps and associated reports; communicate clearly and concisely, ~~orally~~ verbally and in writing, conveying complex technical information in easily understood terms; establish and maintain effective and cooperative working relationships with those contacted in the performance of duties.

Education: Bachelor's degree or state license in GIS, Planning, Architecture, Cartography, Environmental Sciences, or a closely related field.

Experience: Five (5) or more years performing the duties of a senior level GIS analyst or three or more years as a GIS systems supervisor of which GIS program experience

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CLASS SPECIFICATION



**TITLE: GEOGRAPHIC INFORMATION SYSTEMS (GIS) ADMINISTRATOR
MANAGER**

DATE: MAY ~~DECEMBER~~, 2006~~3~~

which, must include ~~one or more~~ three (3) years of administrative and, supervisory responsibility.

Licenses/Certifications: Possession of a valid California driver's license and must maintain an acceptable driving record.

Special Requirements: Due to the nature and impact of the work performed and the accessibility to confidential and restricted information, an incumbent must be able to carry a call out device and respond to emergency service calls on a 24 hour/7 day a week basis; complete a comprehensive background check with acceptable results; ~~possess a valid California Driver's License and maintain an acceptable driving record;~~ and, accept and adhere to City standards, policies, and procedures.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves sedentary to light work in an office environment. There is frequent need to sit for extended periods and to lift light objects (up to 15 pounds) and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



**TITLE: GEOGRAPHIC INFORMATION SYSTEMS (GIS) ADMINISTRATOR
MANAGER**

DATE: MAY DECEMBER, 20063

**CITY OF HUNTINGTON BEACH
INFORMATION SYSTEMS DEPARTMENT
JOB SPECIFICATION ATTACHMENT (CFL)**

May 21, 2003

SYSTEMS ENVIRONMENT:

Network

The City's network is NT with all Cisco hardware including a Cisco 6509 core switch. Remote sites are connected via ISDN or fractional T-1 lines. Firewalls are Cisco Pix. Client server environment with 100mb fast Ethernet. TCP/IP is the protocol with address resolution via DNS and WINS. Client addressing is static. Monitoring of critical devices is via Cisco Works and Ipswitch Whatsup! Gold. There are multiple domains that will be collapsed at some point to only 1 or 2. There are approximately 1000 users.

Public Safety

Police are migrating in 2003 from a Unidata GEAC CAD/RMS system to Intergraph's CAD/RMS running on Windows 2000 and SQL. Police use the county's 800Mhz system. The City has an internal radio group that maintain the police radios which are ASTRO spectra 800's in the cars and portable XTS 3000's. MDCs in the cars are Motorola MW520s and motors use Panasonic Toughbooks. MDCs will be replaced as phase 2 of the Intergraph project. Motorola is currently under contract to install an independent wireless network utilizing 802.11b & g to operate in conjunction with the existing 800Mhz infrastructure.

Fire is currently contracting with Anaheim for CAD services. RMS is Firehouse, and Telestaff is used for scheduling.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



**TITLE: GEOGRAPHIC INFORMATION SYSTEMS (GIS) ADMINISTRATOR
MANAGER**

DATE: MAY DECEMBER, 20063

Business Systems

The City utilizes JD Edwards OneWorld Xe ERP system on Windows 2000 and SQL. Citrix servers are used for thin clients. JD Edwards comprises all the city's financials. Kronos is a timecard system on a Windows 2000 server and SQL. Cityview is the permitting system that will be used by multiple departments for permits, code enforcement, plan check, business licenses, etc. It also runs on Windows 2000 and SQL. GIS utilizes ESRI's software running on Windows 2000. Office Automation is Microsoft Exchange 5.5 Server in a Windows 2000 active/passive cluster configuration. Utiligy is a custom utility billing system that runs on an NT server and SQL. It integrates with a Radex meter reading system. Crystal reports is used to produce bills and notices.

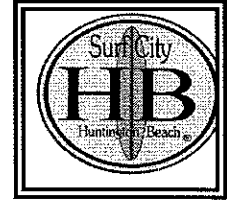
Microsoft Internet Explorer 6.x is the web browser. Connectivity is over 2 channelized T-1's and content filtering is provided by 8E6 R2000. The City continually expands the uses for its website, and plans to tie many of its business apps to the web such as paying utility bills and purchase of basic permits. There are also plans to build a robust intranet environment. City uses Ektron CMS200 for website content management and Cold Fusion 5.0 for website application development. The web servers are IIS 5.0/Apache running on Windows 2000.

Operations

The City's current desktop standards are Windows 2000 Pro, and Office 2000 Pro. The server and client hardware standard is Dell Power/Edge servers and Dell Optiplex workstations.

The City utilizes NAS for file sharing and database backups. Backups are performed with Syncsort Backup Express software and a Sprecra Logic Gator 12000 tape library. Servers are backed up via TCP/IP. Filers are backed up via NDMP. Norton Anti-virus is the virus protection software.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ASSOCIATE SENIOR CIVIL ENGINEER

DATE: JUNE DECEMBER, 20060

JOB CODE: 0069
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO
FLSA STATUS: EXEMPT

DUTIES SUMMARY

~~Under direction, The Civil Engineer, Associate under general direction, is a supervisory classification that coordinates the activities of engineering employees participating in major project designs; prepares estimates, specifications and reports for the construction, improvement and repair of public facilities and appurtenances. This position is responsible for the planning and designing of major projects and functions as the prime coordinator between the City and contractors in the accomplishment of a particular project or function; depending upon assignment, the Civil Engineer Associate may be responsible for environmental planning related to storm water quality management, performs professional engineering duties in support of the City's engineering projects; functional areas of responsibility include capital improvements, development review, and water engineering, infrastructure, and water quality; serves as project manager for assigned design and development projects; and coordinates the work of internal and external project staff.~~

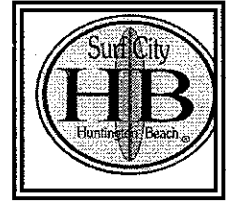
DISTINGUISHING CHARACTERISTICS

~~The Civil Engineer, Associate position is distinguished from the Civil Engineering Assistant position in that it performs more advanced civil engineering assignments such as assigning, reviewing and creating designs and requires a four year degree in Civil Engineering and four years of related experience. The Civil Engineer, Associate position is distinguished from the Civil Engineer Principal position in that the latter has a higher level of supervisory responsibility and requires additional experience.~~

EXAMPLES OF ESSENTIAL DUTIES

~~The incumbent Plans, assigns, reviews and participates in the design, preparation and checking of construction plans, site investigations, cost estimates, specifications and reports for capital improvement projects including the construction, public improvement and repair of public facilities; determines structural sections, line and grades for construction projects; investigates and evaluates proposed systems and construction sites; serves as project~~

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



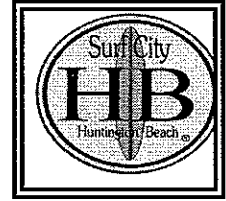
TITLE: ASSOCIATE SENIOR CIVIL ENGINEER

DATE: JUNE DECEMBER, 20060

manager for assigned public works and water infrastructure projects; determines and defines scope of work; reviews design proposals; oversees and monitors the performance of contractors and consultants to ensure compliance with project specifications and budgets; reviews and approves progress payments; prepares engineering feasibility studies and cost estimates; recommends and requests tests to determine soil bearing and geological conditions at proposed construction sites; confers with other department employees and representatives of government agencies, public utilities and contractors to obtain information pertaining to the preparation of plans, specifications and cost estimates and to the coordination of contract requirements; reviews manufacturers' specifications and confers with representatives of material suppliers and contractors and other department personnel concerning design criteria; prepares specifications for construction contracts; analyzes bids and recommends contract awards; interprets specifications, drawings and details of construction and installation for field personnel; reviews proposals and recommendations for design changes or modifications and coordinates the required changes; prepares reports pertaining to the progress of design, construction and other activities; functions as a departmental representative at various City meetings; may supervise the work of assigned technical staff.;

When assigned to storm water quality management, the incumbent performs some of the above tasks, plus may also perform the following: oversees development and implementation of City-wide Storm Water Quality Management Plan; establishes and manages storm water quality monitoring programs to substantially comply with the City's National Pollution Discharge Elimination System (NPDES) Storm Water Permit and government regulations; determines line and grades for storm water management construction projects; investigates and evaluates proposed systems and construction sites; reviews development plans for compliance with City's storm water quality goals and NPDES Permit and prepares annual NPDES status reports; reviews environmental documents and Storm Water Pollution Prevention Plans (SWPPP); recommends projects and programs related to storm water quality management; works cooperatively with other city department and government agencies in the planning, design and implementation of storm water quality programs and projects; ~~represents City as NPDES Co-Permittee;~~

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ASSOCIATE SENIOR CIVIL ENGINEER

DATE: JUNE DECEMBER, 2006

When assigned to development review, performs professional engineering duties in support of the City's Grading Program by reviewing and approving grading permits for significant residential and commercial development and re-development projects; performs plan checks and conducts meetings with developers and engineers to ensure permit requirements are incorporated into plans; reviews and plan checks Water Quality Management Plans and Hydrology and Hydraulic reports for development projects to ensure compliance with mandated requirements; processes private development projects initiated by the Planning Department; tracks the progress of entitlement documents for other compliance reviews; issues permits; and performs other related duties as required.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Modern principles and practices of civil engineering as related to the preparation of plans and specifications for a wide variety of public works projects; thorough knowledge of land and engineering survey systems, methods and techniques; construction materials and of approved standards of safety as related to structural designs and specifications; supervisory methods and practices; methods of preparing engineering project designs, plans, specifications, estimates, reports and recommendations; seismic codes and standards; advanced mathematics and physics; field engineering including surveying, construction and inspection practices; project management techniques; project budget development and monitoring; research and report writing methods and techniques; water quality standards; grading permit requirements; municipal codes and zoning ordinances; and water system design principles and practices. If assigned to storm water quality management, a familiarity with knowledge of NPDES permits and construction criteria is required.

Ability to: Adapt approved engineering methods and standards to the design and construction of a variety of public works projects; plan advanced projects and prepare related designs, estimates and specifications; perform difficult engineering computations and to make comprehensive recommendations for the solution of engineering problems;

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ASSOCIATE CIVIL ENGINEER

DATE: JUNE, 2000

ssupervise the work of internal staff and external contracted services; interpret and apply applicable laws and regulations; conduct engineering research and compile/analyze data; analyze complex engineering projects and determine the most feasible approach; conduct plan check reviews; read blueprints, drawings, and specifications; perform field work and conduct job site inspections; others; communicate effectively both orally verbally and in writing; organize a large variety of projects and activities; establish and maintain cooperative and effective relationships with those contacted in the course of work.

Education: Bachelor's of Science degree in Ceivil or Eenvironmental Eengineering from an accredited college or university.

Experience: Minimum of four (4) years of related experience

Licenses/Certifications: Registration as a Professional Engineer (PE) from the State of California; or registration as a PE in another state and the ability to obtain California registration within twelve months of employment. Must possess and maintain a valid California driver's license.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS -- See Physical task questionnaires. Work involves light to moderate work in an office setting. There is a frequent need to sit and an infrequent need to stand, walk and to lift objects 10 to 20 pounds. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ASSOCIATE SENIOR TRAFFIC ENGINEER

DATE: JUNE, 2000 DECEMBER, 2006

JOB CODE:	0034
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEO
FLSA STATUS:	EXEMPT

DUTIES SUMMARY

The Traffic Engineer, Associate Under general direction, direction is a supervisory classification that coordinates the activities of traffic engineering employees participating in major projects; prepares plans, estimates, specifications and reports for the improvement and repair of traffic control facilities; This position is responsible for the and plansing and designing of major traffic projects including and functions as the prime coordinator between the City and contractors in the installation and maintenance of traffic control equipment.

DISTINGUISHING CHARACTERISTICS

The Traffic Engineer, Associate position is distinguished from the Traffic Technician position in that it performs more advanced traffic engineering assignments such as assigning and reviewing traffic projects; requires a four year degree in Civil Engineering or equivalent; requires a professional engineering license and four years of related experience. The Traffic Engineer, Associate position is distinguished from the Transportation Manager position in that the latter has a higher level of management responsibility over a division and requires additional experience.

EXAMPLES OF ESSENTIAL DUTIES

The incumbent supervises and coordinates the activities of a section of the City Transportation Division and Plans, assigns, reviews and participates in the design review, preparation and checking of plans, site investigations, cost estimates, specifications and reports for the improvement and repair of new traffic control systems and devices; provides guidance and direction in the design of street and highway improvement projects in relation to geometric design, signalization and alignment; directs the planning and designing of computerized systems for traffic control; oversees the activities of consulting engineering firms; may supervise the work of assigned technical staff; provides professional support for the Transportation Manager to higher level management at Public Works Commission meetings as required; operates, analyzes and upgrades the City's traffic forecast model; reviews and analyzes reports of

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ASSOCIATE SENIOR TRAFFIC ENGINEER

DATE: JUNE, 2000 DECEMBER, 2006

traffic surveys and the operation of traffic control devices; makes engineering analyses of traffic flow conditions, accident locations and causes; and prepares reports and recommendations; reviews development plan submittals for conformance with City requirements, including the circulation element of the General Plan, design standards and development conditions; reviews plans and studies submitted by developers in conjunction with private property development including site, street improvements, traffic signal, signing, and striping, street lighting and traffic control; confers with other department employees and representatives of government agencies, public utilities and contractors to obtain information pertaining to the preparation of plans, specifications and cost estimates and to the coordination of traffic control contract requirements; functions as a departmental representative at various City meetings; schedules programs for review of speed zoning, traffic flow, parking regulations and surveillance of operational conditions; and performs other related duties and responsibilities as assigned required.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Thorough Knowledge of: Traffic and transportation engineering systems, methods and techniques; ~~the~~ principles and practices of traffic engineering as related to the preparation of plans and specifications for a wide variety of traffic control projects; traffic survey systems, methods and techniques; traffic control standards of safety as related to traffic pattern design and specifications; ~~Knowledge of:~~ traffic controller systems and operational methods; California Department of Transportation (CALTRANS) design standards as related to traffic signal, signing and striping and construction traffic control designs and specifications; municipal code and zoning and subdivision ordinances; project planning and implementation procedures; project management methods; budget development and control techniques; software related to traffic engineering, project management, and word processing; supervisory and personnel methods and practices; and effective customer service practices.

Ability to: Aadapt approved engineering methods and standards to the design and construction of a variety of traffic control projects; utilize data processing techniques to

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ASSOCIATE SENIOR TRAFFIC ENGINEER

DATE: JUNE, 2000 DECEMBER, 2006

analyze traffic flow and capacity; make comprehensive recommendations for engineering problem solutions; supervise, plan and direct the work of others; review and provide comments for plans submitted for private development; analyze projects for feasibility, practicality and safety; stay current on changing regulations and design standards; develop workable local timing to be implemented in the field; prepare and review traffic impact analysis and capacity reports; communicate effectively both orally and in writing; organize projects and activities; establish and maintain cooperative and effective relationships with those contacted in the course of work; provide quality customer service.

Education: Bachelor of Science degree in civil engineering from an accredited college or university.

Experience: Minimum of four (4) years of related engineering experience, with two (2) years in traffic engineering or transportation planning.

Licenses: Possession of a Professional Traffic or Civil Engineer's license from the State of California; or possession of a Professional Civil Engineer license from another state and the ability to obtain a State of California Traffic Engineer or Civil Engineer's license within twelve months of employment. Must possess and maintain a valid California driver's license.

Or, any combination of training, education and experience (in addition to the required PE) that demonstrates the requisite knowledge and ability to perform the essential duties of the position will be considered.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS -- See Physical task questionnaires. Work involves light to moderate work in an office setting. There is a frequent need to sit and an infrequent need to stand, walk and to lift objects 10 to 20 pounds. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

0239

ITEM # 5b



**CITY OF HUNTINGTON BEACH
INTERDEPARTMENTAL COMMUNICATION**

TO: Personnel Commission

FROM: Bob Hall, Deputy City Administrator

SUBJECT: **Classification and Compensation Study by Cooperative Personnel Services 2006 and Reclassification of Municipal Employees' Organization Positions in the Community Services Department and Information Systems Department**

DATE: May 16, 2007

DISCUSSION

In March of 2006, Cooperative Personnel Services Human Resources Services (CPS) was retained to perform a classification and compensation study. The study included sixty-five (65) classifications, twenty-six (26) of which were Municipal Employees' Organization (MEO) classifications. The study was agreed to in the 2003-2006 MEO Memorandum of Understanding (MOU). The classifications were selected based on Department requests and those identified in the MEO MOU. The goal of the study was to determine whether positions were appropriately classified, to update classification specifications and to conduct a base salary analysis of selected benchmark classifications.

At the December 20, 2006, Personnel Commission meeting, CPS staff presented an overview of study objectives, scope of work and implementation processes related to the classification and compensation study.

Principal steps in the study:

1. Met with Department of Human Resources staff to collect information regarding the current reclassification process.
2. Reviewed the City's classification specifications, salary schedule, Occupational Series manual, organization charts and related documents.
3. Conducted employee orientation for those involved in the classification study to explain the process, timeline, and distribute and explain the Position Description Questionnaire (PDQ).
4. Conducted desk audits with a representative sampling of employees involved in the classification process and interviewed supervisors and department heads as needed.
5. Conducted a thorough analysis based on the PDQ's and desk audit to determine essential duties and knowledge, skills and abilities, and made allocation recommendations for each study position.
6. Conducted a review process to permit each employee to review the draft classification recommendations and classification specifications.

7. Received, reviewed and responded to all employees who submitted either a classification specification or allocation review request.
8. Developed and distributed a compensation survey to twelve local agencies (Anaheim, Buena Park, Costa Mesa, Fountain Valley, Fullerton, Garden Grove, Irvine, Newport Beach, Orange, Santa Ana, Tustin and Westminster).
9. Analyzed the market data against Huntington Beach salaries.

Upon receipt of the classification recommendations and compensation analyses, Human Resources staff met with each department to receive additional input. The City is in concurrence with CPS's recommendations for these positions.

The City and Association have met and conferred regarding the recommended changes to the MEO classifications. Both City and MEO negotiations teams spent a significant amount of time reviewing and discussing the results and recommendations of the CPS study. The negotiation process focused primarily on classification and compensation issues related to recruitment, retention, internal alignment and market competitiveness. The recommended classification and compensation changes are a result of the classification and compensation study and the meet and confer process.

CLASSIFICATION RESULTS

Position Title	Recommended Job Class	Action
<u>Community Services</u>		
Cultural Affairs Supervisor	Senior Supervisor, Cultural Affairs	Reclassification New class spec
<u>Information Services</u>		
IS Computer Operations Supervisor	IS Computer Operation Manager	Reclassification Title and class spec modification
Office Automation Systems Administrator	Senior IS Analyst	Reclassification

Based on internal alignment and market considerations, the recommended base salary ranges are as follows:

Community Services

- Senior Supervisor, Cultural Affairs: R539 (\$5561 - \$6887)

Information Systems

- IS Computer Operations Manager: R603 (\$7649 - \$9476)
- Senior Information Systems Analyst: R580 (\$6822 - \$8451)

The above ranges include a 4.5% wage increase that is forthcoming to MEO employees pending City Council ratification of the new MEO Memorandum of Understanding (MOU).

Representatives of the City and MEO have completed the meet and confer process with agreement on a new MOU for the period of December 20, 2006 through December 19, 2008. The 2006-2008 MOU is scheduled for City Council ratification at the May 21, 2007 meeting. At this time, staff requests the Personnel Commission to approve staff's recommendations in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

RECOMMENDATION

Approve the new class titles and class modifications and/or modified class titles and modified class specifications, and delete the position of Office Automation Systems Administrator.

Attachment: Legislative Drafts – Senior Supervisor, Cultural Affairs and Information Systems
Computer Operations Manager

cc: Kate Hoffman, MEO President

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR SUPERVISOR, CULTURAL AFFAIRS SUPERVISOR

DATE: DECEMBER DECEMBER, 2006

JOB CODE: 0253
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

With Under general supervision and direction, provides leadership and direction for the Huntington Beach Art Center; supervises, coordinates and oversees the program development, operations and marketing of the Art Center facility and staff; and plans, organizes and implements community cultural arts programs including the performing arts, visual arts, special events or museum programs; and develops sponsors and funding for programs, personnel and general operations; and performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

The Cultural Affairs Supervisor is a professional level single position job class with responsibility for coordinating and overseeing the Art Center facility, coordinating with the Art Center Foundation, and overseeing staff and a variety of community cultural arts programs.

EXAMPLES OF ESSENTIAL DUTIES

Supervises, plans, coordinates and oversees a variety of community cultural arts programs including performing arts, visual arts, special events or museum programs; analyzes the organization's mission, goals, and strategic plan for appropriateness and implementation; evaluates program effectiveness and adjusts as required; oversees marketing, contract development, monitoring and sponsorship development; identifies, cultivates and solicits financial support from grants, sponsors, and individual and corporate members; develops and oversees the annual fundraising programs; liaisons with the Huntington Beach Art Foundation.

Develops and recommends policies for the Art Center and related programs; Oversees program development, marketing and implementation; Develops programs such as develops, plans, and implements artistic, cultural and educational programs that include art exhibitions, gallery/studio tours, lectures, poetry readings, and an active studio program;

Oversees maintenance of Art Center facilities and equipment including parking, security, HVAC and kitchen; arranges for necessary repairs; develops and assists with

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR SUPERVISOR, CULTURAL AFFAIRS SUPERVISOR
DATE: DECEMBER/DECEMBER, 2006

the development of the program's operating budget; develops and disseminates marketing materials to promote cultural City programs and events. Coordinates with other Cultural Services Division programs for the City, including film permitting.

Supervises full and part-time staff including hiring and retention, staff training and development, and performance appraisals; provides supervision to others assigned to assist in events production including site set-up and break down; m-

Maintains close relationship with the Huntington Beach Art Center Foundation to build community support; serves as the City's primary liaison with community groups, business organizations, corporate partners, government agencies, other City departments, the media and the public for cultural affairs; acts as liaison for the Public Art Process to the Planning Department, working with developers and artists to develop a Public Art Project and as advisory to the Design Review Board in the Public Art approval process; serves as staff liaison for appointed Boards and Committees; and performs related duties and responsibilities as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: City and departmental policies and procedures; the fine arts and art history; principles and techniques/practices of event programming scheduling; principles and practices of marketing and public relations; principles of supervision, training, and performance evaluation; contemporary activities; general operations of a museum or arts organization; grant research and writing techniques; non profit organizational supervision; budgeting development and control; supervisory and project management techniques; fundraising techniques; effective customer service/public relations methods, policies and practices; standard office principles and procedures.

Ability to: Schedule, organize, and administer and supervise cultural events and supervise a cultural institution; form cooperative relationships and partnerships with others whom do not have a direct reporting relationship; maintain accurate records; record and retrieve information; implement effective fundraising events; solicit community involvement of center performances and activities; develop and implement a broad range of cultural and educational programs; operate personal computer including standard software applications and presentation graphics; establish and maintain

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR SUPERVISOR, CULTURAL AFFAIRS SUPERVISOR
DATE: ~~DECEMBER~~ DECEMBER, 2006~~4~~

effective working relationships with those contacted in the course of work; communicate effectively with others both ~~orally~~ verbally and in writing; work flexible hours including evenings and weekends.

Education: ~~The equivalent of a~~ A Bachelor's Degree in the Fine Arts or a related field.

Experience: A minimum of ~~three (3)~~ five (5) years of experience in the field of museum or art center management, cultural event management, public relations or related experience.

Certifications/Licenses/Certifications: Possession of a valid California ~~motor vehicle~~ operated driver's license.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS: Work involves detailed concentration for long periods of time in a modified office environment and sitting for extended periods. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



**TITLE: INFORMATION SYSTEMS COMPUTER OPERATIONS SUPERVISOR
MANAGER**

DATE: MAY DECEMBER, 20063

**JOB CODE: 0200
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO
FLSA STATUS: EXEMPT**

DUTIES SUMMARY

~~Under general supervision~~administrative direction from the Director of Information Services, supervises technicians staff and manages the operations function~~plans, directs, manages and coordinates the staff and operations of the Computer Operations Division; responsible for desktop support, and critical Ceitywide backups; provides technical support to City hardware, software and users; ensures work quality and adherence to established policies and procedures; and coordinates activities with other departments, divisions, and outside agencies.~~provides high level technical and administrative support to management; and performs other duties as required. See Systems Environment attachment (pages 4 - 5.)

DISTINGUISHING CHARACTERISTICS

~~This position is a management position that reports directly to the Director of Information Services.~~

EXAMPLES OF ESSENTIAL DUTIES

~~Plans, organizes~~directs, manages, coordinates, and supervises the work of staff responsible for Ceitywide desktop support; d-~~Develops, recommends and implements goals, objectives, policies, standards, procedures and priorities; .- Identifies and implements opportunities for service delivery improvements; t-~~Trains staff and ensures delivery of outstanding customer service to users and works closely with other IS information services workgroups in a support role as needed; d~~Develops, directs, and reviews work staff plans; assigns tasks and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; takes corrective action as necessary; o~~Oversees management of operations projects such as hardware and software research; , ensures the installation,~~installs, testing, troubleshooting, training, and document~~documentation of hardware and software~~ng; r-~~Responsible for overall management of critical Ceitywide backups operation including scheduling, media library,~~~~

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



**TITLE: INFORMATION SYSTEMS COMPUTER OPERATIONS SUPERVISOR
MANAGER**

DATE: MAY DECEMBER, 2006

media supplies and media storage; ~~m~~—Manages contracts such as media storage and time and materials hardware repair; ~~p~~Performs research, and stays abreast of latest technology equipment, software and innovations; ~~p~~Provides cost estimates; ~~assists with procurements~~ procures materials and equipment; responsible for receiving function of citywide technology shipments; ~~Keeps~~ ensures the maintenance of various logs and databases to track pertinent information; ~~p~~—Performs and Citywide inventory of hardware and software as required; ~~e~~—Creates images and ghosts machines. Maintains spares, new parts, forms and various supplies inventory and tracking; prepares and presents various technical reports and presentations; ~~e~~—Establishes schedules and methods for providing operations services; ~~r~~—Responsible for helpdesk function to offer quality support services to users; ~~p~~Prepares cost estimates and justification for new or enhanced system modifications; prepares technical specifications and requests for proposals for vendor services; evaluates bids and makes recommendations on vendor selection; ~~r~~Recommends and implements changes and improvements; ~~Identifies and plans for staff training needs with an emphasis on cross training~~ s—Selects, trains, motivates and evaluates staff; creates training plans with an emphasis on cross training; ~~Participates in the development~~ develops and administers division of budget; forecasts needs for staffing, equipment, materials, supplies and software; monitors expenditures; recommends adjustments as necessary; ~~is available on a call out basis, working outside normal business hours as needed;~~ Assures ensures call out staffing for emergency purposes; and performs related duties and responsibilities as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Operations, services, characteristics and activities of a comprehensive information technology operations program; ~~p~~Principles, practices, methods and techniques of project management of simultaneous projects; Basic network principles, practices and protocols; ~~Basic principles and techniques of time management,~~

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: INFORMATION SYSTEMS COMPUTER OPERATIONS SUPERVISOR MANAGER

DATE: MAY DECEMBER, 20063

~~organization and stress management; pProper grammar, punctuation and spelling;~~
~~oOperational characteristics of computer systems, applications, and peripheral equipment; pPrinciples and practices of hardware and software installation, testing, troubleshooting, analysis, upgrade, problem resolution, and security administration;~~
~~mMethods and techniques of resolving complex hardware and desktop software malfunctions; oOperational characteristics of multiple operating systems and platforms;~~
~~wWide variety of modern operating systems, troubleshooting tools and techniques with an emphasis on the desktop including Windows 9x, 2000, XP and the complete suite of Microsoft office products; mModern service request tracking systems and functionality;~~
~~pPrinciples of budget preparation and control; pPrinciples of supervision, training and performance evaluation; pPertinent Federal, State, and local laws, codes, and regulations.~~

Ability to: Analyze operations workload and systems utilization and make efficiency recommendations; ~~pPrepare~~ clear, concise reports, diagrams and presentations; ~~pPerform~~ highly complex ~~h/w hardware and softwares/w~~ malfunction analysis, troubleshooting and problem resolution; ~~sSelect~~, supervise, train, direct, coordinate and evaluate the work of lower level staff; ~~wWork~~ effectively with all workgroups in a support role; ~~rRead~~, interpret and apply technical publications, manuals, and related documents; ~~dDesign~~, configure, and test highly complex application and system hardware and software; ~~rRespond~~ effectively to user base requests and inquiries; ~~cCommunicate~~ clearly and concisely, ~~orally verbally~~ and in writing, conveying complex technical information in easily understood terms; ~~eEstablish~~ and maintain effective working relationships with those contacted in the course of work.

Education: Bachelor's degree in ~~C~~omputer ~~S~~cience, ~~i~~nformation ~~S~~ystems, or a closely related field.

Experience: Five (5) or more years performing ~~all facets of technician operational duties; Two or more years performing the duties of an operations supervisor; One or more years of administrative, supervisory responsibility. computer operations experience which must include three (3) years of administrative and supervisory experience.~~

Licenses/Certifications: Possession of a valid California driver's license and maintain an acceptable driving record.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



**TITLE: INFORMATION SYSTEMS COMPUTER OPERATIONS SUPERVISOR
MANAGER**

DATE: MAY DECEMBER, 20063

Special Requirements: Due to the nature and impact of the work performed and the accessibility to confidential and restricted information, an incumbent must be able to carry a call out device and respond to emergency service calls on a 24 hour/7 day a week basis; complete a comprehensive background check with acceptable results; possess a valid California Driver's License and maintain an acceptable driving record; and, accept and adhere to City standards, policies, and procedures.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves sedentary to light work in an office environment. There is frequent need to sit for extended periods and to lift light objects (up to 15 pounds) and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

**CITY OF HUNTINGTON BEACH
INFORMATION SYSTEMS DEPARTMENT
JOB SPECIFICATION ATTACHMENT (CPI)**

May 21, 2003

SYSTEMS ENVIRONMENT:

Network

The City's network is NT with all Cisco hardware including a Cisco 6509 core switch. Remote sites are connected via ISDN or fractional T-1 lines. Firewalls are Cisco Pix. Client server environment with 100mb fast Ethernet. TCP/IP is the protocol with address resolution via DNS and WINS. Client addressing is static. Monitoring of critical

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



**TITLE: INFORMATION SYSTEMS COMPUTER OPERATIONS SUPERVISOR
MANAGER**

DATE: MAY DECEMBER, 20063

devices is via Cisco Works and Ipswitch Whatsup! Gold. There are multiple domains that will be collapsed at some point to only 1 or 2. There are approximately 1000 users.

Public Safety

Police are migrating in 2003 from a Unidata GEAC CAD/RMS system to Intergraph's CAD/RMS running on Windows 2000 and SQL. Police use the county's 800Mhz system. The City has an internal radio group that maintain the police radios which are ASTRO spectra 800's in the cars and portable XTS 3000's. MDCs in the cars are Motorola MW520s and motors use Panasonic Toughbooks. MDCs will be replaced as phase 2 of the Intergraph project. Motorola is currently under contract to install an independent wireless network utilizing 802.11b & g to operate in conjunction with the existing 800Mhz infrastructure.

Fire is currently contracting with Anaheim for CAD services. RMS is Firehouse, and Telestaff is used for scheduling.

Business Systems

The City utilizes JD Edwards OneWorld Xe ERP system on Windows 2000 and SQL. Citrix servers are used for thin clients. JD Edwards comprises all the city's financials. Kronos is a timecard system on a Windows 2000 server and SQL. Cityview is the permitting system that will be used by multiple departments for permits, code enforcement, plan check, business licenses, etc. It also runs on Windows 2000 and SQL. GIS utilizes ESRI's software running on Windows 2000. Office Automation is Microsoft Exchange 5.5 Server in a Windows 2000 active/passive cluster configuration. Utiligy is a custom utility billing system that runs on an NT server and SQL. It integrates with a Radex meter reading system. Crystal reports is used to produce bills and notices.

Microsoft Internet Explorer 6.x is the web browser. Connectivity is over 2 channelized T-1's and content filtering is provided by 8E6 R2000. The City continually expands the

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



**TITLE: INFORMATION SYSTEMS COMPUTER OPERATIONS SUPERVISOR
MANAGER**

DATE: MAY DECEMBER, 20063

uses for its website, and plans to tie many of its business apps to the web such as paying utility bills and purchase of basic permits. There are also plans to build a robust intranet environment. City uses Ektron CMS200 for website content management and Cold Fusion 5.0 for website application development. The web servers are IIS 5.0/Apache running on Windows 2000.

Operations

The City's current desktop standards are Windows 2000 Pro, and Office 2000 Pro. The server and client hardware standard is Dell Power/Edge servers and Dell Optiplex workstations.

The City utilizes NAS for file sharing and database backups. Backups are performed with Syncsort Backup Express software and a Spectra Logic Gator 12000 tape library. Servers are backed up via TCP/IP. Filers are backed up via NDMP. Norton Anti-virus is the virus protection software.

ITEM #6

Goals for the Personnel Commission & Staff

- Continue to recruit qualified applicants and provide timely eligibility lists to the hiring authority.
- Conduct job description reviews on a three year cycle to ensure meeting changing needs of the City.
- Develop new classes to meet changing needs of the City.
- Review and update the Personnel Rules to improve, clarify and keep current with changes in the State and Federal Laws as well as the needs of the City.
- Design and conduct a Personnel Commission Orientation during the calendar year of 2007.

ITEM # 7a –
Memorandum of Understanding
included separate with packet

PROPOSED CHANGES IN TERMS AND
CONDITIONS OF EMPLOYMENT BETWEEN
CITY OF HUNTINGTON BEACH AND THE
FIRE MANAGEMENT ASSOCIATION

TERM OF MEMORANDUM OF
UNDERSTANDING

07/01/06 – 06/30/08

SUMMARY OF NEGOTIATED PROVISIONS

INCLUDING COSTS

I. WAGE INCREASES

➤ Eff. the start of the pay period that includes 10/1/06, 7% wage increase retroactive to 10/01/06	FY 2006/07 Estimated Cost: Base Salary* \$ 62,715 Salary Driven Cost** \$ 38,939 Total Est. Cost*** \$101,654
➤ Eff. the start of the pay period that includes 7/1/07, 7.25% wage increase	FY 2007/08 Estimated Cost: Base Salary* \$ 40,817 Salary Driven Cost** \$ 25,344 Total Est. Cost*** \$ 66,161
* Base Salary is the cost of raising salary ** Salary Driven Costs are the additional costs associated with raising base salary, which include employer taxes, workers compensation and retirement *** Total estimated costs are based upon cost information available in 2006/2007 N/C No measurable cost	

II. HEALTH BENEFITS

Effective with the first health insurance deduction following ratification, the City's contribution for medical (and vision) shall be the sum of the premiums for the OC Blue Shield HMO (PEHMC) plan and the Vision plan for each coverage level. Effective 1/1/08, the City's annual contribution shall increase up to 10%. Similarly, the City's contribution for dental shall be based on the Dental PPO plan and up to a 5% increase on 1/1/08.

FY 2006/2007	\$ 4,037
FY 2007/2008	\$ 4,837
Total Estimated Cost for Term of Agreement	\$ 8,874

III. RETIREMENT

Effective 7/1/07, employees shall pay 2.25% of CalPERS employee contribution.

FY 2006/2007	(\$ 4,529)
FY 2007/2008	(\$13,586)
Total Estimated Cost Savings for Term of Agreement	(\$18,115)

SUMMARY OF NEGOTIATED PROVISIONS

**NO MEASURABLE COST
CONSIDERATIONS**

I. HEALTH BENEFITS

- Medical Cash Out provision modified to reflect current State law.

II. SPECIAL PAY

- Educational Tuition is amended to allow Fire Chief discretion to approve educational tuition for probationary employees.
- Bilingual Skill Pay is amended to allow Fire Chief discretion to approve bilingual pay for qualified probationary employees.

III. PAID LEAVE

- Increase General Leave maximum accrual from 600 to 640 for 40-hr scheduled employees and from 840 to 896 for employees on 56-hr schedule.
- Added provision for General Leave pay at termination.
- Compensatory Pay language amended to require unit employees gain prior approval from Fire Chief to earn compensatory time.

III. PAID LEAVE - continued

- Compensatory Pay language amended to require Battalion Chiefs to gain prior approval from Division Chief to work overtime
- Bereavement Leave amended to include domestic partner.

IV. CONTRACT LANGUAGE UPDATES

- Added Management Rights clause.
- Remove Personnel Rules from MOU.
- Vehicle Policy modified to expand residence requirements to within 35 mile City limit.
- Provisions for Controlled Substance and Alcohol Testing.
- Personnel Rule 19 amended management response time to 10 days.
- Grievance Hearing Cost Sharing (50/50).
- Voluntary Catastrophic Leave Donation Program guidelines added.

V. DURING THE TERM OF THE AGREEMENT

- Modified Work/Return to Work Program
- The Association may request a reopener to implement an employee funded post retirement medical savings plan.
- Update the Employer-Employee Relations Resolution to reflect current law.

Total Cost Summary

Estimated Cost for Term of the Agreement

07/01/06 – 06/30/08

I. Wages	Base Salary	\$103,532
	Salary Driven Costs	\$ 64,283
	Total Est. Cost	\$167,815
II. Health Benefits	Salary Driven Costs	\$ 8,874
III. Retirement Savings	Salary Driven Costs	(\$ 18,115)
TOTAL ESTIMATE	Base Salary	\$103,532
	Salary Driven Costs	\$ 55,042
	Total Est. Cost	\$158,574